

Date:

Training Cooperator
Address
City, State 00000

Dear Training Cooperator:

The Northern Rockies Coordinating Group (NRCG), through its Zone Training Committee, is responsible for managing a wildland and prescribed fire training and certification program in its geographic area. NRCG believes that to provide the highest level of safety and productivity, all resources utilized on fire suppression incidents within the Northern Rockies must meet or exceed all training, experience, and physical fitness standards identified in the NWCG Wildland and Prescribed Fire Qualification System Guide (PMS 310-1).

In light of that obligation, NRCG has established a "Training Provider Audit Program". Each zone will audit its Training Providers to assure compliance with the Memorandum of Understanding signed with NRCG.

The Zone Training Committee serves in a support capacity, to assist in establishing wildland fire training programs that are consistent with applicable laws, regulations and policies, and to ensure that such programs include both classroom and field performance-based training. The Zone Training Committee is also responsible for:

- Monitoring training provided by the Provider to verify compliance with established standards as identified in PMS 310-1, Field Managers Course Guide, and PMS 907 Course Coordinator's Guide.
- Monitoring Provider's training records for course participants and qualification records of instructors to determine if both are current, accurate and in compliance with NWCG standards (PMS 310-1).
- Recognizing the Provider Position Task Books and Incident Qualification Cards that are issued in accordance with NWCG standards (PMS 310-1).

The **(Zone)** Training Committee would like to audit the **(Course Number and Title)** you are offering on **(Date)**. During this audit representatives of the Zone Training Committee will look at all elements of the Memorandum of Understanding that was signed with NRCG. This audit may include actual training, work capacity testing, task book administration, and incident qualifications and all records associated with those activities. The attached form will be completed during the audit.

Please call **(Name of Contact)** at **(Telephone Number)** to confirm the date and time of the audit. Thank you for your assistance in providing quality wildland fire training.

Sincerely,

Chair,
Zone Training Committee

Northern Rockies Coordinating Group

Training Memorandum of Understanding (MOU) Audit Program

The Northern Rockies Coordinating Group (NRCG), through its Training Committee, is responsible for managing a wildland and prescribed fire training and certification program for its member agencies. All NRCG personnel, who have successfully completed required training, receive National Wildfire Coordinating Group (NWCG) Certificates of Course Completion (CCC). Furthermore, NRCG believes that to provide the highest level of safety and productivity, all resources utilized on fire suppression incidents within the Northern Rockies must meet or exceed all training, experience, and physical fitness standards identified in the NWCG Wildland and Prescribed Fire Qualification System Guide (PMS 310-1).

NWCG encourages all member agencies at the local level, to assist “training providers” in an advisory and support capacity, in establishing wildland fire training programs consistent with applicable laws, regulations and policies, and that such programs include both classroom and field performance-based training. The Training Provider knows individuals or can recruit individuals who meet or exceed the NWCG instructor qualifications and who desire to offer wildland and prescribed fire training to non-NRCG individuals who meet NWCG and NRCG standards.

NRCG desires to make use of the Training Provider’s expertise and facilities and therefore, is willing to formalize training, advisory and support arrangements with the Training Provider. Under the terms of this MOU, NRCG and the Training Provider propose to form a partnership to accomplish the delivery of fire training courses to non-members of NRCG, administer the Work Capacity Tests, and certify that personnel meet NWCG, PMS 310-1 Standards. This process will provide the checks and balances necessary for NRCG to recognize Incident Qualification Cards and Position Task Books issued by the Training Provider in accordance with NWCG 310-1, to non-members of NRCG.

Under the terms of the Memorandum of Understanding the NRCG Zone Training Committee entered into a audit program for monitoring the compliance of Training Providers who have signed an MOU in their zones. Each zone will audit sufficient number of Training Provider in their zone to assure all Training Providers are audits at least once every three years. The zones have the discretion to audit more often if they so desire. The audits do not need to be done by Zone Training Committee members. Anyone familiar with NWCG Course requirements and who has knowledge of the NWCG 310-1 and other reference materials can be authorized by the Zone Training Committee to conduct the audit.

It is suggested that the Zone Training Committee identify Training Providers to be audited. The audit should take place when the Training Providers are providing the service, normally in the winter and spring of the year. Once the Training Provider to be audited is selected, that Training Provider should be notified of the time and date of the audit. It is also appropriate to spot check courses that are being presented by any Training Provider within his/her zone. Upon the complete of the audit a recommendation will be made to the Zone Training Committee for

consideration. The Zone Training Committee can forward that recommendation to the NRCG Training Committee if necessary. The NRCG Training Committee can in turn forward the recommendation to the NRCG Board of Directors if it feels that action by the Board is warranted.

Prior to conducting the audit obtain a copy of the most current Training Provider's Memorandum of Understanding from the NRCG Executive Secretary. Other reference materials should include the most current edition of the following:

- NWCG 310-1 Wildland and Prescribed Fire Qualification System Guide (January 2000)
- Field Manager's Course Guide (October 2002)
- PMS 907 - Course Coordination Guide (May 2002)
- USFS Publication "Fitness and Work Capacity", NFES 1596.

NRCG TRAINING PROVIDER AUDIT

Use the following form to document the compliance with the Memorandum of Understanding between the Firefighting Contractor Association and/or Training Provider (herein referred to as the Training Provider) and the Northern Rockies Coordinating Group (NRCG). Answer the questions that are appropriate for the services the Training Provider has agreed to provide.

Name and Address of the Training Provider:

TRAINING INFORMATION

Class being taught:

Lead Instructor: _____

Qualifications Verified:

(Include NWCG rating for the appropriate section of the ICS organization)

Unit Instructors: _____

Qualifications Verified:

(Include NWCG rating for the appropriate section of the ICS organization)

Unit Instructors: _____

Qualifications Verified:

(Include NWCG rating for the appropriate section of the ICS organization)

Unit Instructors: _____

Qualifications Verified:

(Include NWCG rating for the appropriate section of the ICS organization)

Did the Training Provider use only instructors who met NWCG instructor standards?

Did the Training Provider verify instructor records to ensure that instructors met or exceeded NWCG instructor qualifications listed in the Field Manager's Course Guide and maintain qualification records on all Unit and Lead Instructors certified by the Training Provider to instruct courses? These records must contain documentation necessary to verify that the instructor meets the requirements in the Field Manager's Course Guide.

Is the Training Provider maintaining qualification records for all instructors of the Training Provider and providing NRCG or its representative access to said records upon request?

Is the Training Provider providing a minimum of one qualified Lead Instructor who meets or exceeds the standards for instructional objectives contained in each course package for each course presented by the Training Provider (*Reference the PMS 907, Course Coordinator's Guide and the Field Managers Course Guide*).

Is the Training Provider monitoring training provided by his/her instructors to determine compliance with the established standards?

TRAINING STUDENT AND COURSE INFORMATION

Did the Training Provider maintain and provide access to student records of individuals successfully completing courses presented under this MOU? At a minimum, said records will contain the following: course title, hours of instruction, location, and dates; instructor(s) name(s), level of instructor certification and company affiliation; and trainee name.

Was a NWCG Nomination form used to determine acceptance to the class? How was it determined that the students met the prerequisites? Did the students meet the prerequisites?

Did the Training Provider supply course/student training and evaluation materials?

Was the facility suitable for the course?

A.V.

Seating

Lighting

Outside Exercise area – if required

Did the Training Provider certify Position Task Book(s) for tasks accomplished during training courses and field exercises in accordance with Position Task Book Administration, of the Wildland and Prescribed Fire Qualification System Guide (PMS 310-1)?

Was an examination required for the course? Was it administered?

Did the Training Provider issue to individuals successfully completing the training presented, Certificates of Course Completion (CCC) that were signed by the Lead Instructor?

Are there field exercises required for the completion of this course? Were they completed in accordance with the instructor guide?

Did the students do course evaluations? What was the predominant nature of student comments?

What type of permanent record keeping system is being used? Is there an electronic database of all trainees being maintained?

POSITION TASKBOOKS

Is the Training Provider authorized by their MOU to initiate and certify Position Task Books (PTB)?

Name of person initiating and certifying Task Books:

Is the Training Provider initiating and certifying Position Task Book(s) in accordance with Position Task Book Administration, of the Wildland and Prescribed Fire Qualification System Guide (PMS 310-1)?

WORK CAPACITY TESTS

Is the Training Provider authorized by their MOU to conduct Work Capacity Testing?

Name of person issuing conducting the Work Capacity Test?

Is the administration of Work Capacity Test in accordance with USFS Publication "Fitness and Work Capacity", NFES 1596, available through the NIFC publications warehouse?

INCIDENT QUALIFICATIONS

Name of person issuing the Redcard:

Process for verification of the Redcard qualifications:

Are all records of training, Position Task Books and Work Capacity tests documented to substantiate the position being certified in accordance with the NWCG 310-1, Wildland and Prescribed Fire Qualifications System?

RECOMMENDATIONS AND ACTIONS

The Training Provider fully complied with the Memorandum of Understanding and no further action is needed?

It is recommended that NRCG Zone Training Committee give written notice to the Training Provider for failure to comply with the provisions of this MOU and documented in this form.

The Training Provider failed to meet the requirements of the MOU that would result in NRCG not recognizing any students graduating from below-standard courses and might result in NRCG suspending this MOU until the deficiency/deficiencies are corrected?

Name(s) and phone number(s) of individual(s) conducting Audit:

Date Audit Conducted:



NORTHERN ROCKIES COORDINATING GROUP

April 15, 2003

To: NRCG Training Provider MOU Holders and Zone Training Reps

Enclosed is the revised template for a Memorandum of Understanding Between Firefighting Contractor Association and/or Training Provider and Northern Rockies Coordinating Group. The changes in the new MOU template reflect the training providers' desire to initiate task books and issue Incident Qualification Cards, as well as incorporating a mechanism for NRCG to monitor the quality of training being provided by MOU holders.

Also enclosed is the new NRCG Training MOU Audit Program along with a sample of the letter that will be used to notify training providers that they have been selected for an audit.

NRCG is requiring all current MOU holders to update their agreement using this new template and submit the signed agreement along with an annual operating plan to their zone NRCG training representative no later than May 30, 2003. A directory of those individuals is enclosed for your convenience. All previous MOUs will be terminated as of May 30, 2003.

If you have questions regarding the MOU process, please contact Neil Nelson, NRCG Training Committee Chair at (406) 283-7740, or Tracey Nimlos, NRCG Executive Secretary at (406) 329-3401 or tnimlos@fs.fed.us. You may contact Tracey to have an electronic version of the MOU template e-mailed to you.

NRCG believes that this new MOU template and audit program will enable us to improve and enhance wildland fire training in the Northern Rockies to ensure the highest level of safety and productivity for our available resources.

Sincerely,

/s/ B. Shiplett

BRIAN SHIPLETT
Chair, Northern Rockies Coordinating Group

State of Montana
Montana Firewardens Association
Montana Division of Disaster
and Emergency Services

Bureau of Indian Affairs
Bureau of Land Management
National Park Service
US Fish and Wildlife Service

USDA Forest Service
State of Idaho
North Dakota Forest Service
Fire Chief's Association

**MEMORANDUM OF UNDERSTANDING
BETWEEN FIREFIGHTING CONTRACTOR ASSOCIATION
and/or TRAINING PROVIDERS and
NORTHERN ROCKIES COORDINATING GROUP**

This MEMORANDUM OF UNDERSTANDING is hereby entered into by and between the Northern Rockies Coordinating Group, hereinafter referred to as NRCG, and the **(Insert Firefighting Contractor Association and/or Training Provider)**, hereinafter referred to as the Training Provider.

I. PURPOSE

The purpose of this MOU is to provide a general framework for cooperation and coordination between the parties concerning wild land and prescribed fire training and certification.

II. STATEMENT OF MUTUAL BENEFIT AND INTEREST

NRCG, through its Training Committee, is responsible for managing a wildland and prescribed fire training and certification program for its member agencies. All NRCG personnel, who have successfully completed required training, receive National Wildfire Coordinating Group (NWCG) Certificates of Course Completion (CCC). Furthermore, NRCG believes that to provide the highest level of safety and productivity, all resources utilized on fire suppression incidents within the Northern Rockies must meet or exceed all training, experience, and physical fitness standards identified in the NWCG Wildland and Prescribed Fire Qualification System Guide (PMS 310-1).

NWCG encourages all member agencies at the local level, to assist “training providers” in an advisory and support capacity, in establishing wildland fire training programs consistent with applicable laws, regulations and policies, and that such programs include both classroom and field performance-based training. The Training Provider has individuals or can obtain individuals who meet or exceed the NWCG instructor qualifications and desires to offer wildland and prescribed fire training to non-NRCG individuals that meet NWCG and NRCG standards.

NRCG desires to make use of the Training Provider’s expertise and facilities and therefore, is willing to formalize training, advisory and support arrangements with the Training Provider. Under the terms of this MOU, NRCG and the Training Provider propose to form a partnership to accomplish the delivery of fire training courses to non-members of NRCG, administer the Work Capacity Tests, and certify personnel meet NWCG, PMS 310-1 as outlined in the approved Annual Operating Plan (*see related provision V.2 & Appendix A*). This will provide the checks and balances necessary for NRCG to recognize Incident Qualification Card and Position Task Books issued by the Training Provider in accordance PMS 310-1, to non-members of NRCG.

In consideration of the above premises, the parties agree as follows:

III. NRCG SHALL:

1. Meet or exceed the training management guidelines contained in the February 1994 NWCG position paper on Training Qualifications and Certification (*see Appendix B*).
2. Provide the Training Provider NWCG instructor qualification requirements for wildland fire training courses (*see the most current Field Managers Course Guide, available on-line at <http://www.nationalfiretraining.net/>*).

3. Identify to the Training Provider the source for obtaining training materials and other supporting materials necessary to meet the provisions of this MOU.
4. Monitor training provided by the Training Provider to verify compliance with established standards as identified in PMS 310-1, Field Managers Course Guide, and PMS 907 Course Coordinator's Guide.
5. Monitor training records of the Training Provider for course participants and qualification records of instructors to determine if both are current, accurate and in compliance with NWCG standards (PMS 310-1).
6. Authorize the use of NWCG CCC by the Training Provider and recognize CCC issued by the Training Provider to both non-NRCG and NRCG members who have successfully completed approved courses under this MOU.
7. Recognize the Training Provider Position Task Books and Incident Qualification Cards that are issued in accordance with NWCG standards (PMS 310-1).

IV. THE TRAINING PROVIDER SHALL:

1. Provide wild land firefighter training that meets or exceeds NWCG standards for course content, and objectives. Course materials may be augmented with appropriate related materials and/or information, but required course material shall not be substituted with non-standard materials or information. At a minimum, the following standards or services will be provided or utilized:
 - a. Supply course/student training and evaluation materials.
 - b. Use only instructors who meet NWCG instructor standards identified in Appendix B. Bilingual interpreters, if used, will either meet NWCG instructor standards or will be paired with a qualified instructor. "Paired with," means that a qualified instructor shall be present in the classroom or field exercise at all times instruction is presented by a bilingual interpreter who is not instructor certified.
 - c. Issue to individuals successfully completing the training presented, CCC that are signed by the Lead Instructor.
2. Maintain and provide access to NRCG or it's representatives student records of individuals successfully completing courses presented under this MOU. At a minimum, said records will contain the following: course title, hours of instruction, location, and dates; instructor(s) name(s), level of instructor certification and company affiliation; and trainee name.
3. Certify Position Task Book(s) for tasks accomplished during training courses and field exercises in accordance with Position Task Book Administration, of the Wildland and Prescribed Fire Qualification System Guide (PMS 310-1).
4. Provide instructor(s) who meet or exceed NWCG Instructor qualifications listed in the Field Managers Course Guide.
5. Maintain qualification records for all instructors of the Training Provider and provide NRCG or it's representative access to said records upon request.
6. Provide a minimum of one qualified Lead Instructor for each course presented by the Training Provider who meets or exceeds the standards for instructional objectives contained in each course

package (*Reference the PMS 907, Course Coordinator's Guide and the Field Managers Course Guide*).

7. Monitor training provided by Training Provider's instructors to determine compliance with the established standards.

V. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

1. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

(Insert NRCS Contact Name)	(Insert Training Provider Contact Name)
Agency Name	(Firm or Agency Name)
(Staff and location)	(Mailing Address)
Street or P.O. Box XXXX	(City, State, Zip Code)
City, State, Zip Code	(Contact Area Code, Phone No. (Voice))
Area Code, Phone No. (Voice)	(Contact Area Code, Phone No. (Fax))
Area Code, Phone No. (Fax)	(Contact Email Address:)
Email Address:	

2. ANNUAL OPERATING PLANS. An Annual Operating Plan (AOP) shall be submitted by January 1st for approval by the Principal Contact for NRCG listed in provision V.1. Such a plan shall contain at a minimum, the following information:

a. Course dates, time schedule, location, and Lead Instructor for all courses sponsored by the Training Provider, or its membership. NRCG's Principal Contact to this MOU may authorize additional courses added to this AOP to meet specific training needs when such requests are received at a minimum 48 hours prior to commencement of said course. Requests may be submitted by phone or fax and shall contain the same information as other approved courses, i.e., dates, time schedule, location, and Lead Instructor.

b. Listing of qualified instructors meeting the requirements of Provision IV 4 of this agreement. Such listing shall include their level of qualification, i.e., Unit Instructor and/or Lead Instructor, for each course to be instructed, full name and company affiliation. As instructors are added or qualifications change, an updated listing shall be provided to NRCG.

c. Their procedure for verifying qualifications of course instructors.

d. Their process for issuing and maintaining Position Task books and Incident Qualification Cards to qualified personnel and trainees.

3. Annually meet prior to December 1 to review this MOU.

4. NON-FUND OBLIGATION DOCUMENT. This instrument is neither a fiscal or obligating document. Any endeavor involving reimbursement, contribution of funds, or transfer of anything of value between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for non-competitive award to the Training Provider of any contract or other agreement. Any contract for training or other services must fully comply with all applicable requirements for competition.

5. **MODIFICATION.** Changes within the scope of this instrument shall be made by the issuance of a bilaterally executed modification.

6. **FREEDOM OF INFORMATION ACT (FOIA).** Any information furnished to NRCG under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).

7. **LIABILITY.** As long as the Training Provider provides training and certification as outlined in this agreement, and to the extent NRCG may do so under the Federal Torts Claims Act, they shall not be held responsible for any injuries or deaths incurred as a result of wildland fire suppression and/or prescribed fire activities under the control of NRCG members or any other government or private entity.

8. **PARTICIPATION IN SIMILAR ACTIVITIES.** This instrument in no way restricts the NRCG or the Training Provider(s) from participating in similar activities with other public or private agencies, organizations, and individuals.

9. **TERMINATION.** Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.

10. **COMMENCEMENT/EXPIRATION DATE.** This instrument is executed as of the date of last signature and is effective through (insert expiration date no greater than 5 years) at which time it will expire unless extended.

The NRCG Zone Training Representative has reviewed this document and the Training Provider's Annual Operating Plan.

(NRCG Zone Training Representative)

(Date)

The authority and format of this instrument has been reviewed and approve for signature.

(Agreements Specialist)

(Date)

In WITNESS WHEREOF, the parties hereto have executed this MOU as of the date listed below.

Representing: Firefighting Contractor Association/Training Provider

(Name: Please Print)

(Signature)

(Date)

Representing: Northern Rockies Coordination Group

(NRCG Chairperson, Name: Please Print)

(Signature)

(Date)

APPENDIX A

SAMPLE

ANNUAL OPERATING PLAN

Certified Instructors

Classes to be Taught	Lead Instructor	NWCG Qualification	Unit Instructor	NWCG Qualification

Process for verification of course instructors' qualifications:

Position Task Books

Task Books to be issued	Name and Signature of person issuing Task Book

Process for final certification of a completed Task Book:

REDCARDS (WILDLAND FIRE/PREScribed FIRE QUALIFICATIONS CARD) will ☐, will not ☐ be issued.

Name and signature of person issuing the Redcard:

Process for verification of the Redcard qualifications:

Course schedule (including date, time and location of courses):

WORK CAPACITY TESTS will ☐, will not ☐ be administered.

APPENDIX B

NATIONAL WILDFIRE COORDINATING GROUP

Feb 3, 1994

Memorandum

To: Members
 Working Team Chairs

From: Chairman

Subject: Training, Qualifications and Certification

At the National 'Wildfire Coordinating Group (NWCG) meeting on, January 12, 1994, the membership approved a final version of the position paper entitled "Training, Qualifications and Certification for Non-NWCG Entities." A copy of the document is attached.

Members are reminded to make the paper available to their regional offices and to their Members on the Geographic Area Coordination Groups.

Attachment

Training, Qualifications and Certification for Non-NWCG Entities

With the vast expansion of private sector contractors in the wildland fire suppression and prescribed fire business, NWCG must set forth guidelines regarding training, qualifications and certification for non-NWCG member entities.

This NWCG position paper provides guidance to member agencies, private sector contractors, and educational institutions such that all will be treated similarly and will mutually benefit by others' capabilities, while still remaining within legal and contractual constraints and established NWCG standards.

NWCG POSITION

1. General:

A. All wildland fire training which will ultimately benefit NWCG members (such as that utilized by contractors) shall meet or exceed NWCG standards, as identified in instructional objectives contained in each course package and in NWCG 310-1, "Wildland Fire Qualifications Guide."

- B. Instructor qualifications and presentation standards shall meet or exceed those outlined in NFES 2226, "NWCG Course Coordinator's Guide."
- C. NWCG recommends that member agencies **not** certify contractors' employees or educational institutions' trainees or instructors except where formal agreements are in place.
- D. NWCG course certificates shall only be issued to successful graduates Of NWCG member-sponsored (or member designee-sponsored) training. Educational institutions should utilize their respective certificates, indicating completion of NWCG training courses. (Exceptions may occur under II B below.)
- E. Any entity who deletes NWCG training material from course packages, and then presents that modified material, may not represent that course as an NWCG training course. However, materials may be added to enhance NWCG training packages.
- F. NWCG course materials are available from the NWCG Publication Management: system at the National Interagency Fire center.
- G. Proper use of performance-based NWCG position task books (PTB's), as outlined in the PTB instructions, should be required of contractors and educational institutions. They should document actual incident experience of contractors' employees or institutions' students (trainees).
NWCG Approved January 12, 1994
- H. Contractors' and educational institutions' trainees are strongly encouraged to obtain task book performance evaluation on NWCG members' incidents whenever possible. This facilitates incident experience verification if necessary.
- I. As consistent with NWCG 310-1 "Wildland Fire Qualifications Guide," NWCG member agency personnel may sign off on individual tasks of contractors' and educational institutions' trainees.
- J. Geographic Area Coordination Groups may enter into MOU agreements with recognized contractor associations to allow the association to certify their members employees qualifications, and for the board to accept this certification for purposes of employment provided: (1) The association meets the guidelines in section IA, IB, IIC, IIIC, and IIID of this position statement; (2) The geographic board reviews the procedures of the association annually to insure compliance with these guidelines; (3) Positions certified are at the Leader level or lower.

II. Training Management:

- A. NWCG encourages member agencies, at the local level, to assist educational institutions in an advisory and support capacity, establishing or guiding wildland fire training programs consistent with applicable laws, regulations and policies. Programs should include both classroom and field performance based training.
- B. Memorandums of Understanding (MOU's) to formalize training advisory and support arrangements between NWCG members and educational institutions or recognized contractor

associations are highly recommended. These MOU's should be done at the local level with educational institutions, and at a regional geographic board level with national contractor associations.

C. Certification of non-NWCG member agency instructors and students is **not** the responsibility of NWCG, but rather that of educational institutions and/or recognized contractors associations. This particularly includes contract instructors. This responsibility includes assurance that both instructors and students meet or exceed appropriate NWCG prerequisite qualifications and currency requirements.

NWCG Approved January 12, 1994

III. Private Contractors:

For purposes herein, "private contractors" includes private sector individual, companies or corporations who provide training, suppression or prescribed fire services for financial reimbursement.

A. All contracts with private sector contractors should stipulate applicable "General" Statements above and be enforced via usual contractual procedures. A generic contract with standard language format outlining these stipulations is suggested.

B. NWCG vigorously encourages recognized contractors' associations to establish oversight committees and to monitor member compliance with both these and related association training and certification guidelines.

C. Private sector contractors are encouraged to avail themselves of training opportunities provided by local community colleges or universities. This type of training is a prime reason for the existence of community colleges. At their discretion, NWCG members may wish to provide training to contractor or other non-member employees and issue a certificate of completion for the classroom training. A certificate of training completion states that the individual completed the classroom requirements for a given position but does not certify an individual as being qualified for the position.

D. Private sector instructors should receive certification from appropriate educational institutions or recognized contractors associations. (See IIC above.)

Elmer Hurd
Chairman, NWCG